

## How To Enter FPSW Information

For all cases where complaint is contemplated to issue on or after July 1, 2016, Regions will send a fillable pdf form to charged party employers to collect information to complete four additional fields in NxGen soon after the Region's determination to issue complaint absent settlement. Regions should upload the completed form and enter the information into NxGen as soon as practicable after receipt, but no later than at the time of issuance of complaint. If the Region does not receive the information until after the issuance of complaint, it should upload the form and enter the information promptly.

To complete the additional data fields in NxGen:

Open the case in question in NxGen and click on the Participants tab and then click on the Account Name hyperlink for the Charged Party / Respondent

The screenshot shows the NxGen interface for a case titled 'Henver electronics'. The 'Participants' tab is active, and the 'Charged Party / Respondent' is 'Henver electronics'. The case details include:

- Case Number: 14-CA-158229
- Status: Open
- IA Category: 2
- Barg Status: [Dropdown]
- Case Name: [Redacted]
- Charging Party/Petitioner: [Redacted]
- Date Filed: [Redacted]
- Filed Date + 120: [Redacted]

The Global Account Screen will open. The Fair Pay Data fields are located on the right side of the screen. Place a check mark in the Fair Pay Data Requested check box and then enter the numbers provided by the Charged Party / Respondent in the DUNS#, DUNS+4, CAGE NO, and EIN/TIN fields. Use the breadcrumbs at the top of the screen to navigate back to the case.

The screenshot shows the NxGen interface for the 'Henver electronics' account. The 'Accounts' tab is active, and the 'Fair Pay Data Requested' checkbox is checked. The account details include:

- Account Name: Henver electronics
- Address Line 1: 54354 Venber Drive
- Address Line 2: Suite. 434
- City: Dallas
- State: TX
- Zip Code: 98456
- Country: [Dropdown]
- Main Phone #: [Redacted]
- Main Fax #: [Redacted]
- Deactivation Date: [Redacted]

The 'Fair Pay Data Requested' checkbox is checked, and the following fields are visible:

- DUNS #: [Redacted]
- DUNS+4: [Redacted]
- CAGE No: [Redacted]
- EIN/TIN: [Redacted]

**PLEASE NOTE:** If the account already has information and the response is different, the Region should call the charged party representative to resolve the discrepancy, before entering revised information.